



Job Description: Affordable Housing Program Manager (Cooperative)

Location: Hybrid in-person/remote; office location in St. Paul, MN

Type: Full-Time, Exempt

Reports to: Associate Director

Mission and Organizational Background:

Northcountry Cooperative Foundation (NCF) is dedicated to helping communities take control of their futures through cooperative ownership. We specialize in the development and support of affordable housing cooperatives, providing low-income residents with the technical expertise, organizational support, and financial tools needed to create successful cooperatives and sustain them in the long-term.

Key Functions and Responsibilities:

As the Cooperative Development Manager at Northcountry Cooperative Foundation (NCF), you will hold a key position driving our mission forward. Your primary responsibility will be to lead and oversee the cooperative housing development team (also referred to as Technical Assistance Providers), ensuring the successful delivery of support to limited equity housing cooperatives in rural and suburban areas of Minnesota and Wisconsin. These housing cooperatives include resident-owned manufactured home communities and multifamily housing co-ops.

In this role, you will lead a dedicated team of four Technical Assistance Providers who possess both enthusiasm and expertise in supporting the conversion of manufactured housing communities and multifamily housing into resident-owned and democratically managed entities. As the manager, you will not only guide and mentor your team but also actively participate in NCF's management team discussions. Your input will be instrumental in evaluating new projects, and you will directly provide technical assistance to cooperatives, thereby playing a vital role in their growth and success. Your responsibilities will include:

A. Team Leadership of Cooperative Housing Specialists (40%):

- Co-develop and monitor annual work plans, set accountability standards, and ensure compliance with policies and procedures for Technical Assistance Providers.
- Assign post-purchase tasks and portfolios to team members.
- Provide training and mentorship to enhance the skills and performance of team members.
- Analyze the delivery of services to identify ways to operate more effectively and efficiently.
- Evaluate staff performance and provide coaching and support for skill-building, leadership, and maintaining work/life boundaries.
- Actively participate as a member of the NCF Management Team, contributing to the organization's overall strategic direction and decision-making processes.
- Approve timesheets, expenses, time off requests, and other administrative tasks as necessary.

B. Technical Assistance Delivery (20%)

Northcountry Cooperative Foundation

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- Conduct organizing activities in manufactured home communities and multifamily communities that are preparing for conversion to housing cooperatives; including business and governance support and acting as liaison to all related vendors.
- Deliver technical assistance and training to existing cooperative housing communities, including housing development, finance, management and governance tools.

C. Project Feasibility Analysis and Oversight (20%):

- Oversee and coordinate incoming opportunities for new conversion projects with support from staff and consultants.
- Evaluate the viability of cooperative housing projects alongside the Real Estate Development Director, assessing factors such as financing, organizational structure, and management requirements.
- Manage the workflow, pipeline, and follow-up support for clients in coordination with staff.

D. Development of Post-Purchase Resources (10%):

- Collaborate with the Technical Assistance Team to create trainings, materials, resources, and communications for existing resident owned communities.
- Ensure the availability of up-to-date and relevant resources to support cooperative development and sustainability.

E. Other (10%):

- Work with the Education and Outreach Coordinator in facilitating regional training events.
- Contribute to the planning and execution of training programs to enhance cooperative management and governance.
- Expand NCF's organizational knowledge of various cooperative models and ownership arrangements.
- Stay updated on industry best practices, trends, and emerging cooperative housing models.
- Share knowledge and insights with team members to enhance collective expertise.
- Provide support to fundraising, communications, and policy efforts as needed.
- Assist in preparing funding applications (grants, appropriations, etc.) as necessary.

Ideal Qualifications:

To excel in this role, you should possess the several of the following qualifications:

- Bachelor's degree in a related field
- Strong background in affordable housing, asset management or related fields.
- Proven experience in project feasibility analysis and financial management.
- Demonstrated leadership and team management skills with a track record of guiding and motivating teams toward success.
- Effective written and verbal communication skills.
- Proficiency in relevant software and tools for project management and data analysis.
- Commitment to cooperative principles and social justice values.



Unsure if you meet the qualifications? Let us decide! Candidates with non-traditional experience are encouraged to apply.

COMPENSATION AND BENEFITS

- Competitive salary commensurate with experience, with a starting range of \$75,000-85,000.
- Comprehensive health plan and IRA retirement plan.
- Cell phone plan coverage.
- Generous paid time off, including vacation and personal days.
- Opportunities for training and continuing education.
- A commitment to employee development, leadership training, and social and civic engagement.

WORKING CONDITIONS

- NCF operates in a hybrid-remote and in-person office environment.
- Regular office hours: 9:00 a.m. to 5:00 p.m., Monday to Friday.
- Statewide and out-of-state travel may be required, including overnight stays.
- Flexibility in work location based on residence and position requirements.

APPLICATION PROCESS

Interested candidates are invited to submit a cover letter and resume via email to Emily Stewart at emily@northcountryfoundation.org. No phone calls, please. NCF is an equal opportunity employer committed to fostering diversity and inclusion in the workplace.